



CHARLOTTE

Charlotte-Mecklenburg Planning Department Rezoning Application Submittal Checklist

SUBMITTAL REQUIREMENTS:

(Application will not be accepted if any items below are missing or incomplete)

Application:

- _____ Name of Petitioner (Address, Phone & Fax number, Email Address)
- _____ Signature of Petitioner
- _____ Name of Agent (Address, Phone & Fax number, Email Address)
- _____ Rezoning Fee Attached (Does Fee match Proposed Zoning Request)
- _____ Tax Parcel(s) Listed
- _____ Property Owner(s) name(s) match Tax Parcel(s) listed
- _____ Signature(s) of all Property Owner(s) (Conditional Request)
- _____ Joinder Sheet(s) attached if necessary (Conditional Request)
- _____ Owner(s) Address
- _____ Date Property Acquired
- _____ Utilities, Water & Sewer
- _____ Location or address of parcel(s) submitted for rezoning
- _____ Current land use
- _____ Acres / Square Footage
- _____ Existing Zoning
- _____ Proposed Zoning
- _____ Purpose of Zoning Change

Site Plan: (Conditional Request)

- _____ 10 Copies provided with a CD (pdf)
- _____ Submitted Site Plans Maximum size 24 X 36

Application Deemed Complete by Staff:

Application Deemed Incomplete by Staff:

Signature of Planning Staff and Date

Signature of Planning Staff and Date

Comments to Petitioner if Deemed Incomplete:

(Staff to e-mail agent or petitioner immediately to remedy and attach copy of e-mail to original checklist in the file)

Site Plan Requirements

A Schematic Site Plan must accompany each Conditional Rezoning. Per the Charlotte Zoning Ordinance, the information designated in **Bold type must** be provided on a site plan, if applicable. The Planning Director has the authority to waive any application requirement where the type of use or scale of proposal makes providing that information unnecessary or impractical. Items not designated in **Bold** may be requested when applicable.

1. **A boundary survey and vicinity map showing the property's total acreage, its zoning classification(s) (both existing and proposed), the general location in relation to major streets, railroads, and/or waterways, the date and a north arrow. Note: A metes and bounds description is required if a proposed zoning line does not align with an existing zoning or property line.**
2. **All existing easements, reservations and rights-of-way.**
3. **Areas in which structures will be located.**
4. **Proposed use of all land and structures, including the number of residential units and the total square footage of any nonresidential development.**
5. **All yards, buffers, screening, and landscaping required by these regulations or proposed by the petitioner.**
6. **All existing and proposed points of access to public streets.**
7. **Surface Water Improvement and Management ("SWIM") buffers and delineation of areas within the regulatory floodplain as shown on the Official Flood Hazard Boundary Maps for Mecklenburg County**
8. **Proposed phasing, if any.**
9. **The location of existing and proposed storm drainage patterns and facilities intended to serve the proposed development.**
10. **Generalized traffic, parking and circulation plans.**
11. **Tree Survey, if one is required by Section 21-11 of the Tree Ordinance.**
12. Topography at four-foot contour intervals or less (existing and, in some cases proposed).
13. Street right-of-way to be dedicated or reserved.
14. All required sidewalk connections to the street.
15. Location of transit amenities to be provided.
16. Post Construction Controls Ordinance required buffers.
17. Proposed greenway to be dedicated or reserved and connections to greenway.
18. Location of significant trees on the property, outside of proposed setback.
19. Proposed treatment of any existing natural features.
20. Wetlands delineation (per Council policy).
21. Location of open space.
22. Proposed number and location of signs.
23. Dumpster location and proposed screening.
24. Conceptual site plan, building elevations, street cross-sections and other illustrations.
25. Site Plan Notes/Annotation as outlined below.

Note: The site plan should be no larger than 24"x36"

Site Plan Notes/Annotation

The following list is designed to be used as a tool for organizing site plan notes on conditional plans. All conditional notes should be organized by the categories listed below. The list also identifies items that may be appropriate for annotation on a site plan. **This list is not intended to suggest that a proposed development must address all of the items listed.** Additionally, there may be other items that are not listed but are appropriate for inclusion. **Notes should be provided only if there is a commitment to exceeding regulatory standards.**

1. Development Data Table (some items may need to be supplemented with additional notes or site plan annotation)

- a. Site Acreage
- b. Tax Parcels included in Rezoning
- c. Existing Zoning (including overlays and vesting)
- d. Proposed Zoning (including overlays and vesting)
- e. Existing and Proposed Uses
- f. Number of Residential Units by Housing Type
- g. Residential Density
- h. Square footage of Non-Residential Uses by Type (retail, office, industrial, etc.)
- i. Floor Area Ratio
- j. Maximum Building Height
- k. Number and/or Ratio of Parking Spaces
- l. Amount of open space

2. General Provisions

- a. Note addressing applicability of ordinances
- b. Note that alterations to the conditional plan are subject to Section 6.207 Alterations to approval.

3. Optional Provisions (applicable only for proposed zoning to UMUD-O, MUDD-O, PED-O, TOD-O or TS-O)

- a. Listing of all optional provisions

Note: All optional provisions to standards should be listed in this section and also shown under the applicable heading below.

4. Permitted uses

- a. Allowed uses
- b. Prohibited Uses
- c. Other Use Restrictions

5. Transportation

- a. Dedication and reservation of street right-of-way to City/ NCDOT
- b. Transportation Improvements constructed in conjunction with development
- c. Public vs. private streets
- d. Parking location – surface or decked
- e. Transit facilities
- f. Right-of-way abandonment to be requested
- g. Location of proposed bike/Pedestrian improvements
- h. Location of existing and proposed thoroughfares

6. Architectural Standards

- a. Building Materials
- b. Building Scale and number of buildings
- c. Treatment of urban design and architectural elements, such as street walls, building entrances, canopies and balconies
- d. Treatment of solid waste and recycling enclosures
- e. Fence/Wall standards

7. Streetscape and Landscaping

- a. Streetscape (sidewalk and planting strip) standards
- b. Special landscape, buffer, screening treatment

8. Environmental Features

- a. Tree save areas
- b. PCCO treatment
- c. Environmental provisions per Environmental General Development Policies

9. Parks, Greenways and Open Space

- a. Reservation/Dedication of park and/or greenway
- b. Park and/or greenway improvements
- c. Connections to park and/or greenway
- d. Privately constructed open space

10. Fire Protection

- a. Fire lane treatment

11. Signage

- a. Sign limitations – size, type, location

12. Lighting

- a. Limitations on type (shielded with full cut-off, no wall “pak” type) or location of lighting
- b. Addition of special lighting, such as pedestrian scale lighting

13. Phasing

- a. Development phasing by use, area and/or square footage and trigger for each phase

14. Other

- a. Variance requests to be submitted
- b. Additional property corner tie points for mapping
- c. Public facilities/sites to be provided
- d. Provision of public art
- e. Undergrounding of utilities
- f. Potential location of dumpsters and recycling containers